



State of Louisiana

OFFICE OF THE GOVERNOR

Statewide Interoperability Executive Committee

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Vice Chairman
Vacant

Corrected and Approved 1/9/08

STATEWIDE INTEROPERABILITY EXECUTIVE COMMITTEE MINUTES

Wednesday, December 12, 2007

The Statewide Interoperability Executive Committee (SIEC) met on Wednesday, December 12, 2007, at the Claiborne Building Conference Center, Iowa Room 1-153, Baton Rouge, Louisiana. Committee Chair Rizwan Ahmed called the meeting to order at 1:30 p.m. The roll was called by Lorita Ford, and a quorum was established.

Committee Members Present:

Rizwan Ahmed (Chair)
Mike Brame
Major Joey Broussard
Joe Drago
Heyward Jeffers
Lt. Col Mickey McMorris
Lt. Col. Robert F. Morris
Susan Severance
Col. Eric Sivula

Col. Kenneth Hughes
Sgt. Michael Murphy
Eric Deroche
Brandon Alleman
Thomas Thibeaud
Dick Gremillion

Representing Agency:

DOA and Office of Information Technology
Dept. of Health and Hospitals
Dept. of Wildlife and Fisheries
Dept. of Transportation and Development
LA Senate Select Comm on Homeland Security
LA State Police
LA National Guard
Attorney General's Office/GOHSEP
Dept. of Public Safety/Corrections Services

Region 1 Plaquemines OHSEP
Region 2 East Baton Rouge OHSEP
Region 3 Assumption/St. James OHSEP
Region 4 Iberia OHSEP
Region 9 Washington OHSEP
Regional Parish Homeland Sec. & Emerg.
Preparedness Directors Comm./Reg. 5

Guest List
See Appendix A

Approval of Minutes

After reviewing and discussion of the minutes, the Committee voted unanimously to approve the minutes of the November 28, 2007 meeting with any necessary corrections.

Technology Sub-Committee

Chairman Bobby Black could not attend the meeting due to an emergency. The Technical Committee was unable to meet the previous two weeks. However, it was reported that a draft Policy regarding regulating the use of Patch Devices to connect to the statewide communications network had been circulated to the members of the committee and recommendations for edits had been forwarded to Chief Black. There followed discussion of the potential for patching devices to shut down the entire state communications system and the need to complete the policy. The membership asked that a copy of the revised draft of the Patch Device Policy be circulated to the entire membership prior to the next meeting of SIEC and that notice of future meetings of the Technical Committee be provided to the entire SIEC membership.

Chief Black was acknowledged with much appreciation for exemplary service as Chairman of the Technical Committee. However, recognizing that emergency duties as a first responder must supersede volunteer service on SIEC; the membership determined that a co-chairman is needed for the technical committee. Richard Silverman of DEQ volunteered to assist Chief Black. It was suggested that Chief Black send an invitation to future Technical Committee meetings via the Listserv and other sub-committees should follow suit.

There followed a discussion of whether the SIEC still favored the use of Internet Protocol (gateway) devices as an effective means of connecting disparate systems to the statewide system. Dick Gremillion summarized comments made at the Emergency Preparedness Advisory Committee that many parishes were complaining that the State does not have an interoperable communications and were waiting on gateway devices. Mr. Gremillion reported that no specific parishes were named.

Mickey McMorris reported that the State does have mean of providing interoperable communication in the event of an emergency as demonstrated during the Jena Six event. The state's interoperable capability is reflected in the cache of 200 pre-programmed radios for first responders,

two new mobile towers, and the 28 command and control multimodal 700/800 radios provided to each parish. There followed a report from several members who participated in visits to the Regions, who reminded the membership that there were only a few requests for gateway devices in Regions 1 and 2. Region 9 is still waiting on a visit from the Technical Committee to assess their needs. The technical committee was requested to visit Region 9 before January 23, 2008. On motion of Mike Murphy, seconded by Susan, the Committee voted that the Technical Committee review the Raytheon (IP gateway proposal) and report back to the entire committee at the January 23rd meeting as to whether we are going to deploy such devices, and if so, when.

Special Presentation

Mr. Jon Cooper, a representative from BearingPoint provided a power point presentation (Appendix 2) regarding 800 MHz Transition Administrator which outlined recent programmatic and FCC updates. There was a question and answer session following his presentation.

Budget and Finance Sub-Committee

Heyward Jeffers reported to the committee that there were no significant changes in the status of budget and finance initiatives being pushed by the panel. \$24 million remains budgeted for interoperability in the coming fiscal year. The committee can also request additional funding in House Bill 1 during the 2008 Regular Session of the Legislature.

Construction of a new hospital in St. Bernard Parish capable of withstanding 200 mile per hour winds is still in the process of receiving lines of credit to fund the project. The project still needs Bond Commission final approval on those lines of credit before construction can begin. The facility could house emergency operations in times of disaster if state and local officials agree to partner in the proposal.

During the meeting Jeffers also initiated a discussion by the committee on the status of the Technology Sub-Committee's consideration of vendor proposals for implementation of Internet protocol systems in various areas of the state. After a series of questions and answers revealed an absence of progress on the proposals, the committee agreed to continue efforts to make a determination on the proposals and set the upcoming January 23, 2008, meeting as the venue for in-depth hearings on the matter.

The committee also agreed that the Chairman should name Vice-Chairmen to the Subcommittees in order to insure that action would continue in the absence of Sub-Committee Chairmen when their full-time jobs conflicted with Sub-Committee and Committee work."

Policies and Procedures Sub-Committee

The Policies and Procedures Committee report was assisted by Jeya Selvaratnam who updated the status of the development of a Standard Operating Procedure for the Statewide system. Mr. Selvaratnam indicated that the draft SOP will be completed in 3 to 4 weeks. There are decision points in the draft and SIEC will need to provide the information.

The membership was advised that the committee's existence continues until superseded by a new Executive Order or 60 days after termination of the next regular session of the Legislature.

It is now time for the next cycle of membership in accordance with the Executive Order. The regional working groups need to notify the chairman in writing of the new member. There is no prohibition in the Executive Order of one discipline representing the interests of another discipline if this is the decision of the regional working group.

It was requested that the Chairman notify the budget office of the request of SIEC that language be placed in the appropriations bill, or the supplemental bill, to permit transfer of ownership of radios and/or consoles purchased with funds appropriated for the use of SIEC to the first responder entity. It was further requested that the authority to transfer ownership be made retroactive to fiscal year 2006.

Planning Sub-Committee

Dick Gremillion stated that last year it was agreed upon that one of the objectives of the SIEC was to provide for communications with all 64 parishes through some form of Internet Protocol. This had been discussed at several meetings, and in detail at the April 11, 2007 meeting. This was being explored as a short term solution the cost was estimated to be around \$2 million. There was some discussion that some of the members do not feel this is a feasible solution, but this development has not been discussed with the full committee. Since it was now 7 months later and no action has been taken on the item, he stated that he made a motion to have the technology committee give a report on the feasibility of implementation of a short term, 64 parish solution.

New Business

Ken Hughes stated that Region 1 needs to begin some preliminary work to be ready to bid the tower construction when the PSIC grant is awarded in March. There needs to be soil boring, site survey, and environmental study completed before the bid documents can be put together. So by having the SIEC approve the work, these can be completed by the time the state would allow a bid to be advertised.

On a motion by Lt. Col. McMorris, seconded by Sgt. Murphy, the committee voted to allocate \$20K from the SIEC budget to give to Region 1 for site prep for WDSU replacement tower. This will represent an in-kind match for PSIC grant.

Lt. Col. McMorris discussed the issue of purchasing each parish a program software for programming the EF Johnson radios issued to them by the SIEC. Mr. Gremillion advised that he would check with the OEP Directors to determine how many were needed and report to us at the next scheduled SIEC meeting.

Adjournment

There being no further business to discuss, the Statewide Interoperable Executive Committee was adjourned by the Chair at approximately 3:15 p.m.

**Appendix A1
December 12, 2007**

**STATEWIDE INTEROPERABLE COMMUNICATION SYSTEM
EXECUTIVE COMMITTEE MEETING**

Wednesday, December 12, 2007
1:30 p.m.
Claiborne Building Conference Center
1st Floor, 1-153 Iowa Room
1201 North Third Street
Baton Rouge, LA 70802

(Guest List)

| Name (Print) | Name (Signature) | Representing Agency | E-Mail/Phone |
|----------------|-----------------------|-------------------------|---|
| DAVID STOVE | <i>David Stove</i> | GO KSER | 225-925-7733 dstove@kser.com |
| TRAVIS JOHNSON | <i>Travis Johnson</i> | GOHSBP | +304NSJON@GOHSBP.LOUISIANA.GOV |
| BILL IENGOUE | <i>Bill Iengoue</i> | GOHSBP | BIENGOUE@GOHSBP.LOUISIANA.GOV 225-925-1803 |
| LISA VIDRINE | <i>Lisa Vidrine</i> | LA State Police | lvidrine@lsp.la.gov |
| JUDE MOREAU | <i>Jude Moreau</i> | STANDING WEP | 337-948-7177 jmoreau911@CHARITERNET |
| BOB LaROSE | <i>Bob LaRose</i> | Kogtheon JRS | bob.larose@jrs.com 619-546-0319 |
| ROBERT HALL | <i>Robert Hall</i> | LSD POLICE | rhale1@lsu.edu |
| BILL SKINNER | <i>Bill Skinner</i> | St. Tammany Interop Com | skinnerb@stt.com |
| JOHN COOPER | <i>John Cooper</i> | SOOMH T19 | john.cooper@earthlink.net |
| MICHAEL BOTE | <i>Michael Bote</i> | USAC | Mike@wholaw.com |

Appendix A2 (pp 1-5)

December 12, 2007

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The Official Reconfiguration Manager

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Louisiana SIEC

December 12, 2007

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What is the Status of Implementation for Public Safety Licensees?

Expansion Band licensees without NPSAC frequencies (status as of September 30, 2007):

- 64 licensees completed reconfiguration of their frequencies
- 76 licensees have an executed Frequency Reconfiguration Agreement (FRA) and are proceeding with implementation
- **Many Public Safety licensees who had Channels 1-120 frequencies have already relocated to their new frequencies**

NPSAC licensees:

- Some licensees are expected to reconfigure in 2007
- Licensees have submitted Subscriber Equipment Deployment (SED) Requests covering more than 16,000 subscriber units

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Where are we in Reconfiguration?

With the completion of Channels 1-120 reconfiguration in many parts of the country and the significant number of NPSAC licensees who are working on their FRAs, it is important for the Reconfiguration Implementation Phase to accelerate.

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    graph LR
      A[Planning and Negotiation Phase] -- "Executed Frequency Reconfiguration Agreement (FRA)" --> B[Reconfiguration Implementation Phase]
  
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Recent FCC Actions

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September 12, 2007 Public Notice Highlights

1. **Deadlines for Stage 2 Licensees to Complete Planning and Submit a Cost Estimate to Sprint Nextel:**
 - a) Deadline for Wave 3 licensees – December 15, 2007
 - b) Variable deadlines based upon number of subscriber units (applicable if above deadline results in licensee having less than 80/100/110 days to complete planning):

| | |
|-----------------------|-----------------------------|
| a) Up to 5,000 units | 90 days after PFA approval |
| b) 5,001-10,000 units | 100 days after PFA approval |
| c) Over 10,000 units | 110 days after PFA approval |
 - c) If a licensee cannot meet its deadline, it must request additional time from the FCC's Public Safety and Homeland Security Bureau

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Implementation Planning Sessions

- The TA has initiated Implementation Planning Sessions for Public Safety licensees reconfiguring NPS/SPAC frequencies. Licensees participating in these sessions will be grouped by region, according to key dependencies and interoperability issues
- **The purpose of the sessions is to identify and finalize reconfiguration implementation schedules** among NPS/SPAC licensees in a given region, including identification of issues, risks, dependencies, and next steps.
- Over the next few months, the TA will conduct numerous implementation Planning Sessions for many licensee groups and/or regions.

Licensees may (and are encouraged to) proceed with all possible reconfiguration implementation activities for their own systems while the implementation planning process for a region is underway.

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September 12, 2007 Public Notice Highlights (continued)

2. **New Timelines for FRA Negotiations and Mediation:**
 - a. 30 days for FRA negotiations after cost estimate is submitted
 - b. If no agreement is reached, 20 days for mediation
 - c. If no agreement is reached, 10 days for referral of disputes to FCC
3. **Change Notice Process:**
 - a. Change Notices are subject to FCC's Rebanding Cost Clarification Order
 - b. Sprint Nextel has 10 working days to respond to Change Notices
 - c. In case of a dispute, you can request mediation, which would last for 15 working days
4. **Regional Implementation Planning Sessions:**
 - a. Purpose
 - b. Guidance for licensees attending planning sessions

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Implementation Planning Sessions (continued)

During Implementation Planning Sessions the TA requests that licensees provide the following:

- System Type, Number of Subscriber Units, and Site Description.
- Milestone Dates including signing of Vendor Agreement, beginning & completion of Subscriber & Infrastructure Deployment, and estimated reconfiguration completion.
- Dates for multiple subscriber/infrastructure touches and any additional issues & potential risks.
- Description of Interoperability
 - Between agencies
 - Reconfiguration plans for nationwide mutual aid channels in your area
- Wave or Stage or adjacent NPS/SPAC region boundaries and any special timing considerations related to operational or interoperability needs.
- Special circumstances in your region.
- Reconfiguration Status, potential dependencies & assumptions

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Implementation Planning Sessions (continued)

Recommendations for licensees who are ready to implement:

- Licensees whose FRA does not have an implementation schedule, who can reconfigure their infrastructure in advance of the implementation planning session and independently of other systems (such as a statewide mutual aid network) should notify both Sprint and the TA concurrently of the date by which channels in the new NPSAPC band need to be made available.
- Licensees in Stage 2 reconfiguring only Expansion Band channels are expected to have implementation timelines included in their FRAs and will only be affected by implementation Planning Sessions if they participate extensively in an interoperability network.

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Funding for Interoperability

In situations requiring funding for interoperability planning and implementation:

- Individual licensees and/or a Lead Agency should negotiate and reach an agreement with Sprint, Nexel and/or a Funding Agency regarding these costs. All costs must be included in a Planning Interoperability Letter of Agreement (PILA) or a Funding Reconfiguration Agreement (FRA). An accompany the PFA and/or FRA.
- Given the variety of legal structures and arrangements that apply to interoperability situations, funding vehicles need to be flexible. At a minimum, any expenses for Agency as separate line-items in a PFA or an FRA.
- Consider - choosing a "Lead Agency" to address the coordination, planning, and implementation activities associated with the interoperability among the individual licensees systems.

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Interoperability Considerations

To generate specific interoperability requirements, consider the following steps:

- Determine all agencies operating on your licensed system
- Determine other systems programmed into your subscriber equipment
- Determine NPSAPC mutual aid channels used in your radios and network
- Define communications approach for affected user communities
- Define your requirements for minimum disruption and document the optimal solution
- Communicate and agree upon the solution with Sprint Nexel

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Roles & Responsibilities

Licensees

- Execute implementation plan in your FRA
- Notify Sprint Nexel at key milestones
- Attend TA coordinated Implementation Planning Sessions (if applicable)
- Ensure you understand the Change Notice process. All Change Notices must be signed by and submitted directly by you and not by your vendor.

Sprint Nexel

- Clear frequencies according to agreed upon schedule
- Notify licensee when frequencies are cleared
- Assist licensee and vendor with resolving any interference that may occur during reconfiguration
- Attend TA coordinated Implementation Planning Sessions

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Roles & Responsibilities (continued)

TA

- Monitor the reconfiguration schedule. Data gathered will be used to address implementation challenges early and throughout the process.
- Change Notices/Amendments
- Track and monitor Change Notices
- Review and approve Amendments to FRAs resulting from Change Notices
- Conduct Implementation Planning Sessions
- Facilitate resolution of implementation issues when necessary
- Resolve disputes through mediation (when requested)
- Continue to provide guidance to assist licensees throughout the process

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Preparing for Implementation

5. Review the TA's Change Notice Process, End Sheet in the event that you have changes to the cost, scope, or schedule for your reconfiguration that occur during implementation or in the case of an emergency;
6. Designate an internal or vendor contact who will respond to requests from the TA for status updates regarding your implementation schedule and progress.
7. Notify the TA if an issue affecting your implementation is identified that your vendors, consultants, or Sprint Nextel cannot quickly resolve, or that materially affects your implementation schedule.
8. Coordinate with Sprint Nextel to modify your license to add the new frequencies prior to reconfiguration of your infrastructure. Also ensure your licenses are modified prior to contract closing to delete the old frequencies.

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Preparing for Implementation

Upon completion of your FRA negotiations with Sprint Nextel, focus on finalizing specific tasks and activities associated with your implementation. To prepare for implementation, consider the following:

1. Review implementation-specific guidance on key processes and procedures that is available on the TA's website.
2. Finalize contracts with your vendors and consultants. Create a framework that ensures that equipment will be delivered and implementation work completed in accordance with your established reconfiguration schedule and FCC requirements.
3. Finalize your team that will implement the reconfiguration. Create and distribute lists of key personnel and contacts in your organization and for other parties to ensure proper communications and quick issue resolution.
4. Coordinate efforts to ensure continuity of interoperability arrangements with neighboring licensees and to maintain operations on mutual aid channels.

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When is Reconfiguration "Complete"?

- Moving to new frequencies, completing license modifications with the FCC, and even conducting a true-up **does not** mean your reconfiguration is complete.
- After a licensee signs a Completion Certification, Sprint Nextel will forward it to the TA for review and the TA will register the licensee's reconfiguration as "complete."
- Reconfiguration Implementation Activities:

| Each Step | Step 1: Set Up/Configure or Announce | Step 2: Set Up/Configure or Announce | Step 3: Set Up/Configure or Announce | Step 4: Complete Reconfiguration | Step 5: Complete Reconfiguration | Step 6: Complete Reconfiguration | Step 7: Complete Reconfiguration | Step 8: Complete Reconfiguration |
|---------------|--------------------------------------|--------------------------------------|--------------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Equipment | Equipment | Equipment | Equipment | Equipment | Equipment | Equipment | Equipment | Equipment |
| Personnel | Personnel | Personnel | Personnel | Personnel | Personnel | Personnel | Personnel | Personnel |
| Contract | Contract | Contract | Contract | Contract | Contract | Contract | Contract | Contract |
| License | License | License | License | License | License | License | License | License |
| Frequency | Frequency | Frequency | Frequency | Frequency | Frequency | Frequency | Frequency | Frequency |
| Coordination | Coordination | Coordination | Coordination | Coordination | Coordination | Coordination | Coordination | Coordination |
| Documentation | Documentation | Documentation | Documentation | Documentation | Documentation | Documentation | Documentation | Documentation |

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Utilize Available Resources

TA Resources

- Webinars
- TA's Website
- Contact Center

Sign up for TA Alerts!

- Receive email updates directly from the TA
- Stay informed with real-time alerts, news, and updates on reconfiguration
- To sign up visit www.800TA.org/content/news/TAAlerts.asp

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Contact Information

- TA Contact**
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